

DUPLICATE FILE COPY

DD/A Registry

85-2040

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Permission to Design and Print Note Pads

D/Pers

85-1824

FROM:

Black Affairs Program Manager  
626 C of C

EXTENSION

NO.

DATE

6 June 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/Personnel

6/13

ll

1 to 3: [redacted] advised that notepads are normally only for DD's + above.

2.

for

Because our request for notepads is for use on an agency-wide recruitment basis, he advised us that your approval would be required. DD/OP has discussed att'l request with the D/EEC + recommends approval.

3.

Executive Officer/DDA  
7D24 Hqs.

14 JUN 1985

ll

4.

5.

EC/OP

6.

D/EEC 626 C of C

45-12

ED/OP

7.

626 C of C

8.

9.

10.

11.

12.

13.

14.

15.

1 to 7: Per discussion between DD/OP + D/EEC, suggest you may want to reduce the size. Also to put C.A. Washington, D.C. 20505 at top vice EEC. In this way, the pads could be used by other recruits if appropriate. Do not use the agency seal on the pads. After [redacted] comes up with the design, please let DD/OP see the design before R&PD goes to press. If you have questions, call me.

Thls

85-1824

DD/A Registry  
85-2040

6 June 1985

MEMORANDUM FOR: Executive Officer, DDA

VIA: Director of Personnel  
Director, Equal Employment Opportunity *ATH*FROM:   
Black Affairs Program Manager

SUBJECT: Permission to Design and Print Note Pads

1. Permission is requested for the design and printing of a note pad similar to the attached sample with a Central Intelligence Agency motif.

2. The purpose of these note pads is for distribution during recruitment trips, conventions and similar activities.

Attachment:  
As statedAPPROVED: *Reasonable quantity and no copyright violation for recruiting purposes only.*  
Executive Officer to the DDA14 JUN 1985  
Date



*Think like a person of action,  
act like a person of thought.*

EQUAL EMPLOYMENT OPPORTUNITY • EMPLOYEE RELATIONS • DOW CHEMICAL U.S.A.

